

English language teacher in the Language Centre at TUL

Lodz University of Technology is one of the best technical universities in Poland. It has over 75 years of tradition and experience in educating staff and conducting scientific research. It is an attractive partner for business. We cooperate with the largest companies in the country and abroad. We conduct research at the European level, create new technologies and patents in cooperation with the best research centres around the world. One of the pillars of Lodz University of Technology's management is the equal treatment of employees regardless of their gender, age, race or other demographic and social characteristics. In 2016, TUL was the first technical university in Poland to receive the HR EXCELLENCE IN RESEARCH logo, confirming that the University applies the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers".

1. Requirements for the candidate (description of precise knowledge, qualifications, skills and professional experience).

Necessary requirements:

- MA in English Philology,
- experience in working as an English teacher,
- very good knowledge of the methodology of teaching foreign languages,
- Full availability and willingness to work on full-time and part-time first and second degree programmes, at various levels,
- knowledge of the Common European Framework of Reference for Languages (CEFR/CEFR),
- experience in teaching adult learners,
- documented participation in trainings (internships, courses) increasing professional qualifications, which will be assessed in terms of their suitability for work at the Language Centre TUL.

Additional requirements:

- experience in a similar position,
- experience in teaching business language,
- ability to think critically and solve problems effectively,
- ability to work in a team, communication skills,
- the ability to take initiatives and act consistently,
- proficiency in MS Office.

2. Working conditions and privileges associated with the position.

- contract of employment,
- opportunities for active professional development, enhancement and acquisition of new skills (national and international travel, training),
- modern working conditions

3. Description of the expected tasks and responsibilities.

- teaching and educating students by carrying out the teaching load,
- other work related to the teaching, learning and education process of students,
- participating in the organizational work of the University,
- continuous improvement of professional skills.

4. List of required documents:

- 1) application for employment to the Rector of TUL;
- 2) Personal questionnaire for a person applying for employment at Lodz University of Technology, constituting Appendix 1.1 to "OTM-R POLICY - OPEN, TRANSPARENT, MERIT-BASED RECRUITMENT";
- 3) The clause on the protection of personal data, constituting Appendix No. 1.2 to the "OTM-R POLICY - OPEN, TRANSPARENT, MERIT-BASED RECRUITMENT";
- 4) Consent to the processing of personal data, constituting Appendix 1.3 to the "OTM-R POLICY - OPEN, TRANSPARENT, MERIT-BASED RECRUITMENT";
- 5) copies of diplomas;
- 6) other documents confirming the qualifications held.

5. Place, form and deadline for submission of documents (including the possibility of their receipt)

In writing to the following address:

Lodz University of Technology Language Centre
al. Politechniki 12, 93-590 Łódź

or

- By e-mail to the following address: krystyna.breszka-jedrzejewska@p.lodz.pl

Candidates' documents will be accepted until 30/09/2022.

6. Contact person details as well as postal and electronic address to which documents and their scans can be sent

Krystyna Breszka-Jędrzejewska
e-mail: krystyna.breszka-jedrzejewska@p.lodz.pl

7. Expected date of conclusion of the selection process: September 2022.

8. Profile description of the unit launching the competition

Language Centre of Lodz University of Technology

is committed to the highest teaching standards and creates an open, friendly learning and working environment. We help students improve their linguistic and extra-linguistic competences necessary to find their own way in the contemporary, multicultural and dynamically developing labour market.

TUL Language Centre:

- has modern technical equipment necessary to conduct classes at a high level,
- supports innovative activities as well as professional and personal development of its employees,
- provides an attractive offer of language training and the development of social skills required in the labour market,
- actively works for the academic community of TUL, playing a strategic role in it,
- supports the development of student culture and is actively involved in the student education process,
- is efficiently managed, has an organizational structure adapted to the performed and assumed tasks and an integrated control system.

9. If sending the documents by post, the envelope should be marked "job applicant offer".

PERSONAL INFORMATION FORM

FOR APPLICANTS FOR EMPLOYMENT AT LODZ UNIVERSITY OF TECHNOLOGY

1. First name(s) and family name

2. Date of birth

3. Contact details

(provided by the applicant)

4. Education (where required for specific duties or jobs)

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(name of school and graduation date)

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(occupation, specialisation, degree, professional title, academic title)

5. Professional qualifications (where required for specific duties or jobs)

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(courses, postgraduate education, other forms of further development of knowledge and skills)

6. Employment history (where required for specific duties or jobs)

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(employment periods and jobs held at previous employers!)

7. Additional personal information, where the right or the duty to disclose it exists under specific regulations.....

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(place and date)

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(signature of the applicant)

Data Privacy Statement for job candidates

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, Official Journal of the EU L 119/1), hereinafter referred to as "GDPR", we inform you as follows:

- 1) Lodz University of Technology with the registered office in Lodz is the Controller of your personal data;
- 2) We have appointed a Data Protection Officer to supervise the compliance of personal data processing, who can be contacted in matters concerning the protection of your personal data at the following e-mail address: rbi@adm.p.lodz.pl; telephone number: 42 631 2039; or in writing to the address of our registered office: Lodz University of Technology, Żeromskiego 116, 90-924 Łódź;
- 3) As the controller, we will process your data for the purpose of the recruitment process for the position indicated, based on your consent (Article 6(1)(a) GDPR);
- 4) You have the right to withdraw your consent to the processing of your personal data at any time, but such withdrawal shall not affect the lawfulness of the processing effected on the basis of your consent prior to its withdrawal;
- 5) You have the right to lodge an objection against the processing of the data as set out above at any time. We will cease to process your data for these purposes unless we can demonstrate that there are compelling legitimate grounds for us to do so which override your interests, rights, and freedoms, or that your data will be required for the possible establishment, assertion, or defense of claims;
- 6) Your personal data provided in the CV, personal information form for the applicant for employment, and copies of documents supporting your professional experience, education, additional credentials and qualifications will be processed for the period in which claims related to the recruitment process may arise, i.e. for 6 months following the conclusion of the recruitment process. For individuals who have given their consent to the processing of personal data for the purposes of future recruitment, for a period of 12 months following the conclusion of the recruitment process during which the consent has been given;
- 7) Only individuals authorized by the Controller to process your data in the performance of their duties will have access to your data;
- 8) Your personal data will not undergo automated processing and will not be subject to profiling;
- 9) Under GDPR, you shall further have:
 - a) the right to access your data and to receive copies thereof,
 - b) the right to rectification (amendment) of your data,
 - c) the right to erasure/to be forgotten, restriction of data processing,
 - d) the right to data portability,
 - e) right to file a complaint to the supervisory authority - President of the Personal Data Protection

Office, Stawki 2, 00-193 Warsaw.

.....

(date and signature of the candidate)

**Consent of the candidate to the processing of personal data
(pursuant to Article 7 GDPR)**

I consent to the processing of my personal data by Lodz University of Technology, the Controller of the data included in the following documents that I have submitted:

.....
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for the purpose of recruitment/employment*.

I hereby declare that I have been informed of the right to withdraw my consent at any time, effective as of the date of submission of the withdrawal of consent.

The Controller (or an authorised representative) has also informed me that the withdrawal of consent does not affect the lawfulness of the processing performed on the basis of the said consent prior to its withdrawal.

.....
(date and signature of the candidate)

* delete as appropriate